

FINAL PLAT APPLICATION

Pre-App Date _____
App Date _____
Fee _____
File No. _____

OWNER INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

APPLICANT/AGENT INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SITE INFORMATION

Property Address/Location _____

Legal Description (Attach If Necessary) _____

Number of Existing Lots _____ Number of Proposed Lots _____

Total Site Area _____ Present Zoning _____

Number of Existing Structures _____ Present Land Use _____

Proposed Street Design Type(s) & Class _____

Proposed Type(s) Open & Civic Space _____

Proposed Frontage Type(s) _____

Proposed Building Types(s) _____

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for final plat as indicated above.

Signature(s): _____ Date _____

_____ Date _____

FINAL PLAT APPLICATION CHECKLIST

APPLICATION SUBMITTAL REQUIREMENTS

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Complete application packet
<input type="checkbox"/>	<input type="checkbox"/>	2. Application fee
<input type="checkbox"/>	<input type="checkbox"/>	3. 10 complete sets of plans printed and folded
<input type="checkbox"/>	<input type="checkbox"/>	4. Digital copies (PDF) of the completed application, plans, and legal description
<input type="checkbox"/>	<input type="checkbox"/>	5. 1 copy of existing covenants and restrictions applicable to the development, if any (reference book and page).
<input type="checkbox"/>	<input type="checkbox"/>	6. Letter of intent as to whether a Homeowners Association will be created and if any covenants and restrictions are proposed by the subdivider, if not submitted with the Preliminary Plat. Covenants and restrictions, as well as evidence of the establishment of the agency for the ownership and maintenance of any common space, shall be submitted to the City for review and approval prior to recording of the plat.
<input type="checkbox"/>	<input type="checkbox"/>	7. Final Floodplain modeling using HEC-RAS model provided by the City if encroachment is proposed within a FEMA or Shaded Zone X 100-year floodplain. (Contact City Engineer to obtain model and requirements).
<input type="checkbox"/>	<input type="checkbox"/>	8. Final Stormwater Management Plan (2 printed and 1 digital copy)
<input type="checkbox"/>	<input type="checkbox"/>	9. Final Traffic Impact Study (TIS) as required by the Access Management Code. (2 printed and 1 digital copy)
<input type="checkbox"/>	<input type="checkbox"/>	10. Development Agreement , if required
<input type="checkbox"/>	<input type="checkbox"/>	11. Street tree plan

FINAL PLAT DOCUMENT REQUIREMENTS

<input type="checkbox"/>	<input type="checkbox"/>	1. Name of subdivision (unique and numerically consistent and the words "FINAL PLAT," prominently displayed as the title.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Names, addresses, and phone numbers of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	3. Date of preparation and/or revisions.
<input type="checkbox"/>	<input type="checkbox"/>	4. Vicinity map (drawn at a scale of 1"=2,000', locating the proposed subdivision in relation to the section of land, including township and range, section street names, and a north arrow.)
<input type="checkbox"/>	<input type="checkbox"/>	5. A legal boundary description with angular bearings and linear distances, referenced to section or quarter-section corners, Point of Commencing and/or Point of Beginning, and the overall area of the plat in acres.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Provide the following sentence after the Legal Description "The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the accompanying plat, which subdivision and plat shall hereafter be known as "Plat Name". |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Location of monuments , shown in reference to existing official monuments or the nearest established ¼ section corner, including the bearings and distances to such reference points or monuments. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Boundary lines of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances). |
| | | 9. Accurate dimensions for all lines, angles, and curves , used to describe boundaries, streets, easements and areas to be reserved for public use. Data for all curves shall include radius, arc length, chord length, and central angle. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Platted and unplatted land adjacent to the plat boundary. Include identification of adjacent platted subdivisions and unplatted tracts with external bearings and distances of adjacent plats and property owners for a distance of not less than 400 feet. Include original plat names if replatted. Exterior dimensions shall coincide with adjoining plats unless differences are noted |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Blocks, lots and tracts identified clearly, with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Note on plat indicating intended ownership, purpose, and maintenance responsibilities for any parcels labeled as tracts. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Existing and proposed easements with dimensions. Existing easements shall be labeled with book and page number. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Any area within a federally designated floodplain . Location, stations, and elevations of the 100-year floodplain within the plat and 100-year elevations at rear lot corners adjacent to FEMA and Shaded Zone X floodplains. The source of the floodplain information shall be clearly labeled (example: FIRM, Map #20091C0041D, September 27, 1991). |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Stream corridor boundary and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Proposed street right-of-way with dimensions which conform to the applicable minimum design standards set forth in the Land Development Code and Technical Specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Endorsement of the Planning Commission as evidenced by the signature of its Chairperson. Endorsement line shall contain the printed name of the Chairperson and their title. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Acceptance of Dedication by the Governing Body , as indicated by the signature of the Mayor and attested by the City Clerk. The Endorsement Line shall contain the printed name and title of the person signing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Signature of Owner , properly attested. |

Yes No

- ☐ ☐ 20. **A dated signature and seal of the licensed Land Surveyor responsible for the survey and a note** stating: "This survey conforms to the Kansas Minimum Standards for Boundary Surveys."
- ☐ ☐ 21. **Copies of all pertinent exception documents**, or a copy of a current American Land Title Association (ALTA) survey, or both.
- ☐ ☐ 22. **Calculation documents** containing the following data: coordinates of the plat boundary and the unadjusted error of closure of the field traverse that established the plat.
- ☐ ☐ 23. **A statement on the plat concerning prior easement rights** as follows: The undersigned proprietor of said property shown on this plat does hereby dedicate for public use and public ways and thoroughfares, all parcels and parts of land indicated on said plat as streets, terraces, places, roads, drives, lanes, parkways, avenues and alleys not heretofore dedicated. Where prior easement rights have been granted to any person, utility or corporation on said parts of the land so dedicated, and any pipes, lines, poles and wires, conduits, ducts or cables heretofore installed thereupon and therein are required to be relocated, in accordance with proposed improvements as now set forth, the undersigned proprietor hereby absolves and agrees to indemnify the City from any expense incident to the relocation of any such existing utility installations within said prior easement.
- ☐ ☐ 24. **A statement on the plat concerning utility easements** as follows: An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction or maintenance and use of conduits, water, gas, sewer pipes, poles, wires, drainage facilities, irrigation systems, ducts and cables, and similar facilities, upon, over and under these areas outlined and designated on this plat as "Utility Easement" or "U/E" is hereby granted to the City with subordinate use of the same by other governmental entities and public utilities as may be authorized by state law to use such easement for said purposes. Utility easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of public utilities located within the easement.
- ☐ ☐ 25. **A statement on the plat concerning drainage easements** as follows: An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction, maintenance or use of conduits, surface drainage facilities, subsurface drainage facilities, and similar facilities, upon, over and through those areas outlined and designated on this plat as "Drainage Easement" or "D/E" is hereby granted to the City. Drainage easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities.
- ☐ ☐ 26. **Certification of dedication of all streets, highways and other rights-of-way or parcels for public park or other public use**, signed by the owners and all other parties who have a mortgage or lien interest in the property.

Written explanations for any items not checked or checked "No" (attach additional sheets, if necessary):

I hereby submit all information required for final plat review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted. By signing this application, I acknowledge that all public streets and public infrastructure within the plat shall conform to the applicable minimum design standards set forth in the Gardner Municipal Code and the Technical Specifications.

Signature of Applicant

Date

OWNER AFFIDAVIT

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the City of Gardner, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process. I/We further attest that I/We agree to be legally bound by the application made on our behalf by applicant and the resultant action upon such application by the City of Gardner.
3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner

Owner

STATE OF _____

COUNTY OF _____

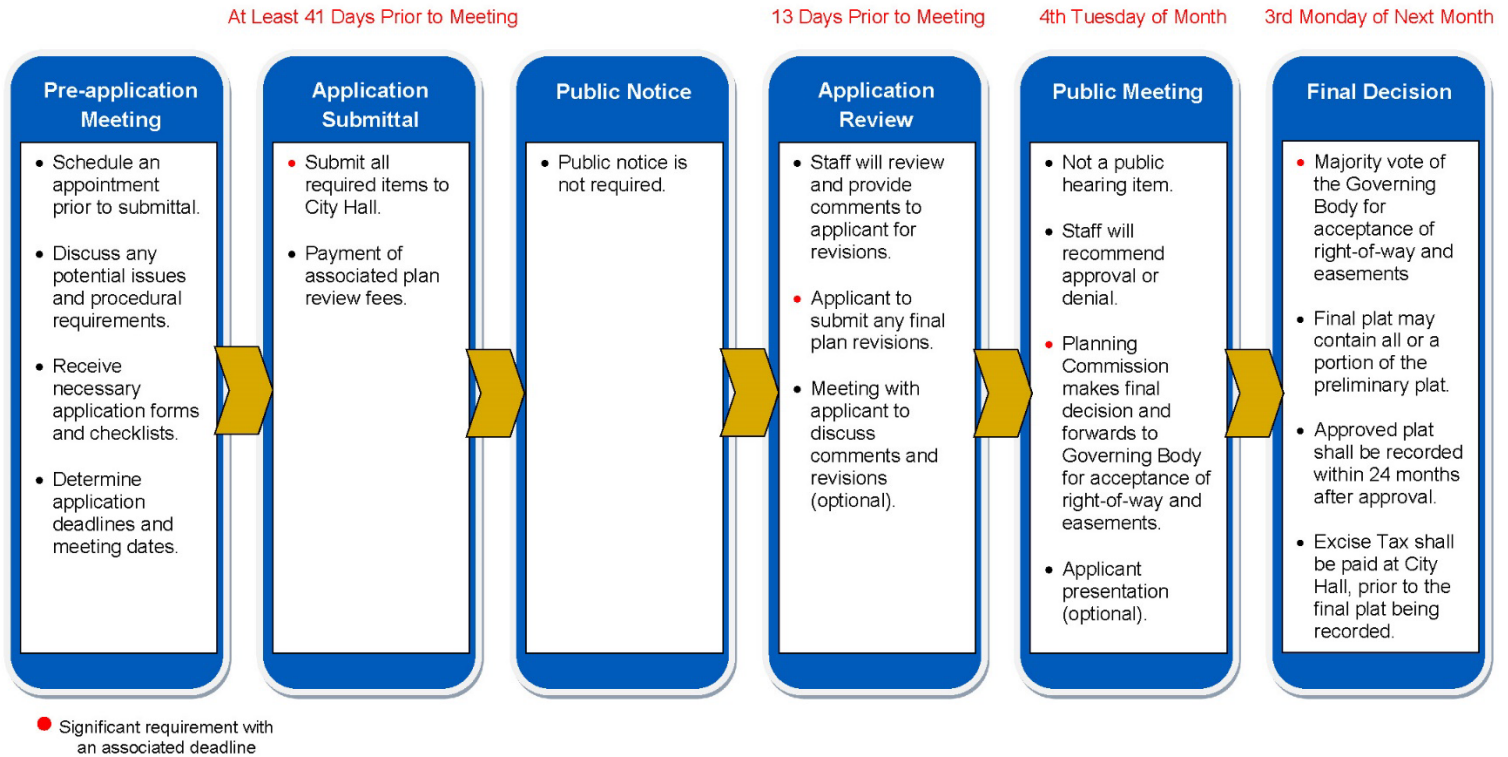
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by

_____.

My Commission Expires:

Notary Public

FINAL PLAT APPLICATION PROCESS



* Please refer to the Planning Commission “Schedule and Submittal Deadline” calendar for upcoming submission deadlines and meeting dates.

REVIEW CRITERIA

The review of a final plat is based on the regulations of the Land Development Code, Title 17 of the Gardner Municipal Code at www.gardnerkansas.gov/documents/city-code.

The final plat shall be reviewed according to the following criteria:

1. The layout and design of the final plat is in substantial compliance with the approved preliminary plat considering the number of lots or parcels; the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated developments.
2. The construction plans for any utilities, infrastructure, or public facilities meet all technical specifications.
3. The phasing and timing of public improvements ensures construction and performance guarantees.
4. Any deviations in the final plat from the preliminary plat brings the application in further compliance with the Comprehensive Plan and the purposes and intent of this Code.
5. The recommendations of professional staff, or any other public entity asked to officially review the plat.